

# Emergency Plan Checklist

This checklist is a guide to assist you in preparing a multi-hazard emergency and evacuation plan required by Louisiana Class A Child Day Care Center Regulations. Your plan is required to be a written multi-hazard plan, address potential disasters for your area and be prepared in consultation with appropriate state or local authorities. The plan shall include procedures for:

- \_\_\_\_\_ sheltering in place
- \_\_\_\_\_ lockdown situations (as detailed in regulations)
- \_\_\_\_\_ evacuations for:
  - \_\_\_\_\_ natural disasters (such as severe weather or floods)
  - \_\_\_\_\_ manmade disasters (such as utility disruption or hazardous materials)
  - \_\_\_\_\_ attacks while children are in care (such as an intruder or hostage situation)
- \_\_\_\_\_ accounting for children/staff
- \_\_\_\_\_ handling children with special needs to include having individualized emergency plan must be in place for each child with special needs
- \_\_\_\_\_ handling infants through age two
- \_\_\_\_\_ contacting parents or authorized third party release caretakers of children
- \_\_\_\_\_ reunifying children and parents following and emergency (how and when parents will be notified)
- \_\_\_\_\_ notifying parents of the details of your emergency plan
- \_\_\_\_\_ nuclear evacuation if the facility is located within a ten-mile radius of a nuclear power/research plant
- \_\_\_\_\_ conducting monthly fire drills with required documentation (at least one every six months should be held at rest time)
- \_\_\_\_\_ conducting tornado drills once a month in March, April, May and June with required documentation
- \_\_\_\_\_ each center shall have an evacuation pack containing the contents detailed in regulations and all staff shall know the location of the pack.
- \_\_\_\_\_ the plan will be reviewed with staff at least twice a year
- \_\_\_\_\_ date of first review
- \_\_\_\_\_ date of second review
- \_\_\_\_\_ the plan shall be reviewed annually for accuracy and updated as changes occur
- \_\_\_\_\_ date of update \_\_\_\_\_

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Signature of Director confirming review and update